

DDA SUBJECT FILE COPY

ROUTING AND TRANSMITTAL SLIP

Date

28 Oct 86

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. D/OF

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Please prepare a response for the DDA's
signature.

Suspense: 14 November 1986

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Executive Assistant to the DDA

Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

DD/A REGISTRY
FILE: 30-13-4

DDA SUBJECT FILE COPY

STAT



General Services Administration
Federal Supply Service
Washington, DC 20406

DD/A Registry
86-1868V

00788

STAT

Dear

A 90-day transition period under the new per diem system established by the General Services Administration (GSA) on July 1, 1986, recently has ended. GSA has completed its preliminary review of the results and at this time is asking agencies to make their recommendations for improvements. A summary of the new rules, issued as Supplement 20 to the Federal Travel Regulations (FTR), is provided in Enclosure 1 to this letter.

We have received numerous letters and comments from individual employees. Obviously, no one system makes everyone happy and we, therefore, are not able to make changes based on such requests. In developing Governmentwide regulations, we must consider the interests of the travelers as well as those of the Federal agencies and the taxpayer. A balance must be struck between equity concerns and administrative efficiency.

Two major issues have been raised with respect to our new per diem regulations: 1) the adequacy of the \$50 rate in other than high cost areas, and 2) the procedure for reimbursement on the first and last day of a trip.

To address the first issue, GSA is asking each agency to submit one consolidated list of any points it wishes to have added to the next survey of costs to be performed in January 1987. Since we do not act on requests from individual employees, we will rely on the list you submit in response to this letter and not those previously submitted to GSA. This list should contain the information required in paragraph 1-7.3 of the FTR, namely a description of the location involved, a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate, an estimate of the annual number of trips to the location, and the average duration of such trips. In addition, since GSA is considering issuing a temporary regulation increasing the \$50 rate to \$60 for

other than high cost areas, we are asking that your list of cities be broken into two categories. The first category should include cities for which the \$60 rate would represent adequate reimbursement. The second category should include all cities for which your proposed rate is above \$60.

On the second issue, we would like your specific recommendations on how employees should be reimbursed for meals and incidental expenses (M&IE) on the first and last day of travel. Several options are:

1. Keep the M&IE allowance as is; i.e., half the allowance is paid on the first and last day of travel, regardless of time of departure or arrival;
2. For administrative efficiency, keep the flat allowance concept but increase the rate from one-half to three-fourths of the M&IE rate;
3. Keep the flat allowance concept and the half-rate for travel involving common carrier transportation, but establish a special rate or procedures for employees routinely engaged in overnight travel involving long work days and use of an automobile (since the problems of the existing system are most acute for them);
4. Reimburse employees for M&IE on an actual expense basis up to maximum \$25 or \$33 rate, as appropriate;
5. Divide the calendar day into quarters and prorate the total M&IE expense allowance accordingly; i.e., one-fourth of the \$25 or \$33 rates for each quarter day in a travel status; or
6. Divide the calendar day into quarters and pay specific meal allowances for the specific hours employee is in a travel status; e.g., \$5 for breakfast, \$5 for lunch, \$13 for dinner.

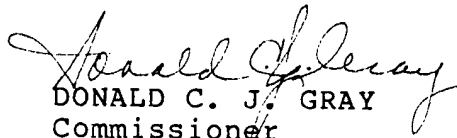
We also have enclosed a draft of the revised SF 1012 (travel voucher) we are considering (Enclosure 2). Please note that the draft voucher contains a new statement in the signature block concerning the proper

handling of bonus goods by the employee. This proposed language has been added at the request of several agencies. We are asking for your views on the entire revision to the voucher at this time.


GSA is asking for comments within 30 days of the date of this letter. Comments should be addressed to the Regulations and Policy Division (FFY), General Services Administration, Washington, DC 20406. Copies of this letter also are being sent to members of GSA's Interagency Committee on Travel Management. Committee members have been provided with copies of all letters submitted to GSA by employees or officials of their agencies so that they can assist you in developing a consolidated agency response.

I appreciate your cooperation in this complex endeavor.

Sincerely,


DONALD C. J. GRAY
Commissioner

STAT


Deputy Director of Administration
Central Intelligence Agency
Washington, DC 20505

2 Enclosures

ENCLOSURE 1

Background

Public Law 99-234 provided GSA with the authority to establish rates for domestic travel and procedures for reimbursing subsistence expenses incurred by Federal civilian employees during official travel. These changes were implemented in Supplement 20 to the FTR, effective July 1, 1986.

Under the revised regulations, reimbursement for domestic travel is based on a new "lodgings-plus" system. Employees are reimbursed for the actual costs of lodging (supported by receipts) up to established limits and they receive a flat daily payment for meals and incidental expenses (M&IE). In 31 of the highest cost cities, the M&IE rate is \$33 a day. For all other cities, the rate is \$25.

The new regulations contain individual rates for 397 domestic areas. These maximum locality rates are based on surveys of midlevel lodging establishments conducted by Runzheimer International, a business consulting firm specializing in travel management. Localities not specifically listed or encompassed by the boundary definition of a listed area carry a maximum per diem rate of \$50. Historically, GSA has relied on Federal agencies to notify us when employees experienced out-of-pocket costs at these locations, and they were added to the list of areas to be periodically surveyed by our consultant. Unexpectedly, however, the new reimbursement procedures have flushed out a number of cities not previously identified by the agencies where the \$50 standard rate is inadequate.

The M&IE allowance is paid to an employee, under the new simplified system, without question as to actual expenses. The one-half of the rate allowed for the first and last day in many cases covers necessary expenses, since the usual case will not include three meals a day. Even under the actual expense method, employees cannot claim meals at the official duty station, nor can they claim meals furnished on an airplane or by a friend. Agencies may, however, authorize additional expenditures for occasional meals if the approving official deems that circumstances warrant an increase. Each agency must make its own determinations as to when such payments are appropriate and the documentation it will require from the employee in support of such claims.

TRAVEL VOUCHER*(Read the Privacy Act Statement on reverse)*

1. EMPLOYEE'S ORGANIZATION

2. VOUCHER NO.

3. SCHEDULE NO.

4. COMPLETE FORM IN INK OR TYPEWRITER AND INITIAL ANY ALTERATIONS.

TRAVELER

5. NAME

6. SOCIAL SECURITY NO.

7. PURPOSE

8. DATES OF TRAVEL

9. MAILING ADDRESS (Include ZIP Code)

10. OFFICE TELEPHONE NO.

a. SITE VISIT

a. FROM

b. TO

b. INFO. MEET.

c. TRAINING

d. SPEECH

e. CONFERENCE

B. TRAVEL AUTHORIZATION

f. RELOCATION

a. DATES

b. NUMBERS

g. ENTITLEMENT

h. SPECIAL MISSION

i. PERSONAL EMERGENCY

j. OTHER

GOVERNMENT CONTRACTOR,
ISSUED CHARGE CARD HOLDER☐ YES☐ NO

GOVERNMENT TRANSPORTATION REQUESTS OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon: if cash or Government Contractor issued charge card is used show claim on reverse.)

AGENT'S VALUATION OF TICKET

(a)

ISSUING CARRIER (Initials)

(b)

MODE, CLASS OF SERVICE AND ACCOMMODATIONS

(c)

DATE ISSUED

(d)

POINTS OF TRAVEL

FROM

(e)

TO

(f)

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described above, purchased under cash payment procedures (FPMR 101-7). Promotional items or credits received in connection with travel claimed on this voucher have been accounted for as required by FPMR 101-7 and other regulations. Further, I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me.

TRAVELER
SIGN HERE

DATE

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)

APPROVING
OFFICIAL
SIGN HERE

DATE

THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT.

DATE

AUTHORIZED CERTIFYING
OFFICIAL
SIGN HERE

ACCOUNTING CLASSIFICATION

ITEM

11. EMPLOYEE USE

12. FINANCE USE

a. TOTAL CLAIM
(From reverse)b. TRAVEL ADVANCE
AMOUNT
OUTSTANDINGc. AMOUNT OF VOUCHER
(Item a) TO BE APPLIED
TO OUTSTANDING
ADVANCE (Item b)d. ADDITIONAL ADVANCE
AMOUNT PAID
(Check or money order
attached)e. REMAINING ADVANCE
BALANCE
(Item b minus (Item c + Item d))f. NET TO TRAVELER
(Item g minus Item c)

15. CASH PAYMENT RECEIPT

a. DATE RECEIVED

b. AMOUNT RECEIVED

c. TRAVELER'S SIGNATURE

THIS SPACE FOR AGENCY USE

REPRODUCED AT GOVERNMENT EXPENSE

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

COLUMN ENTRY INSTRUCTIONS: (Unlisted items are self-explanatory)
Col. (b) If the voucher includes no disbursements

Col. (b) If the voucher includes per diem allowances for members of the employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization).

Show M&IE (meals and incidental expenses) rate (or portion thereof) for lodgings-plus per diem travel; or
 total of M&IE itemized in col. (b) for actual subsistence expense travel.
 Show actual lodging cost for lodgings-plus travel.

(g) Show all other expenses allowable.

(g) Show all other expenses or allowances (e.g., mileage, taxi/limousine fare, air fare (if purchased with cash, including Government contractor-issued charge card) local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.).

COMPLETE THIS
INFORMATION IF
THIS IS A CONTINU-
ATION SHEET.

PAGE _____ OF _____ PAGES
TRAVEL NOTIFICATION

TROUPLER'S NAME

[illegible]

compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. § 552, as implemented by the Federal Travel Regulations (FPMR 101-7), 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose for the requested information is to determine payment or reimbursement to individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain a list of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil

criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is obtained under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number. Disclosure of your SSN on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances. However, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

→ E.O. 12466 of February 27, 1984, E.O. 12522 of June 24, 1985.